



**DEPARTMENT OF FAIR EMPLOYMENT
AND HOUSING
ENFORCEMENT DIVISION
*DIRECTIVE***

**NUMERIC
INDEX**

DISTRIBUTION DATE

February 7, 2005

<u>Directive Number</u>	<u>Distribution Date</u>	<u>Title</u>
100	10/01/98	Directive System for the Enforcement Division of the Department of Fair Employment and Housing
101	10/01/98	Distribution of Manuals And Reference Materials
102	10/01/98	Delegation of Authority
103	10/01/98	DFEH Identification Cards
104	06/04/03	Conflict of Interest
105	10/01/98	Prohibition on Referrals to Private Attorneys
106	10/01/98	Guidelines on Attorney Visits to District Offices
107	10/01/98	Legal Opinions
108	04/16/04	Non-English Translations
109	04/16/04	Department Accommodation for Hearing, Speech and Vision Impaired Complainants and Others Needing Reasonable Accommodation to Obtain Access to Department Services
110	12/01/00	Internet and Electronic Mail (e-mail) Usage
200	10/01/98	Communication Center
201	10/01/98	Special Intake Concerns - Telephone Interviews and Correspondence From the Public
202	10/01/98	Priority Processing
203	10/01/98	Complaint Filing Date

<u>Directive Number</u>	<u>Distribution Date</u>	<u>Title</u>
204	10/01/98	Accepting Complaints Not on Departmental Forms Where the Statute of Limitations Is A Concern
205	10/01/98	Acceptance of Complaints Against Individuals
206	05/01/02	Acceptance of Complaints Against Employers of Less Than Five Employees
207	02/07/05	Acceptance of Complaints Involving Co-Respondents or Parties Other Than the Primary Respondent
208	02/07/05	Amending Complaints
209	10/01/98	Retaliation Complaints
210	10/01/98	Out-Of-State Acts of Harm
211	10/01/98	Waiver Agreements
212	10/01/98	Complaints Affected by the Mohasco Decision
213	02/07/03	Complaints Against Religious, Non-Profit Organizations
214	08/02/01	Sexual Orientation Complaints Rescinded 08/02/01
215	10/01/98	Complaints Alleging Gender Discrimination in the Form of Pay Inequities
216	10/01/98	Referral of Equal Pay Cases Between the Department of Fair Employment and Housing and the Division of Labor Standards Enforcement
217	10/01/98	California Family Rights Act Complaints
218	10/01/98	Disability Complaints - Special Considerations
219	10/01/98	Grooming Standards Complaints
220	10/01/98	Complaints Against Labor Unions
221	10/01/98	Complaints Against Licensing Boards
222	10/01/98	Director's Complaints
223	10/01/98	Director's Complaints Resulting from EDD Referrals

<u>Directive Number</u>	<u>Distribution Date</u>	<u>Title</u>
224	10/01/98	Complaints on Written Unlawful Pre-Employment Inquiries
225	10/01/98	Complaints on Discriminatory Employment Newspaper Advertisements
226	10/01/98	Class Action Complaints
227	10/01/98	Complaints Taken After the Expiration of The Statutory Time Limit
228	02/01/05	Complaints Where One or More of the Allegations or Parties Are Rejected For Investigation
229	06/24/03	Authorized Signature on Department of Fair Employment and Housing Documents
230	10/01/98	Complaints Registered Outside the Office Where Filed
231	10/01/98	Transfer of Cases Between Offices For Investigation
232	10/01/98	Complaints Mailed For Signature
233	02/07/05	Service of Complaints
234	10/01/98	Notification of Right-to-Sue
235	10/01/98	Emergency Relief for Complainants In Employment Cases
236	04/19/05	U.S. Immigration Reform and Control Act (IRCA)
300	10/01/98	Quality Control of Investigations
301	10/01/98	Maintenance of Case Files
302	10/01/98	Receipt of Confidential Information
303	10/01/98	Mandatory Use of Case Logs
304	10/01/98	Investigative Work Plans
305	10/01/98	Corporate and Business Status Checks
306	10/01/98	Bankruptcy

<u>Directive Number</u>	<u>Distribution Date</u>	<u>Title</u>
307	10/01/98	Obtaining Information from the Employment Development Department (EDD)
308	10/01/98	Named Respondent Expires Before Case Processing Is Completed
309	10/01/98	Impact of the Workers' Compensation Act On FEHA Work-Related Disability Complaints
310	10/01/98	Case Conferences
311	10/01/98	Referral of Case Files To Legal
312	10/01/98	Progress Memos
313	10/01/98	Cases Not Completed Within the Statutory Time Limit
314	10/01/98	Thirty-Day Inquiry Letters
315	11/13/02	Automated Case Diary System
316	10/01/98	Accessing Information From the Department of Motor Vehicles
400	10/01/98	Settlement Agreements
401	10/01/98	Conciliation
402	10/01/98	Reporting of Settlement Benefits
403	10/01/98	Monitoring of Settlement Agreements
404	10/01/98	Settlement Money
500	02/07/05	Case Closing Categories and Procedures
501	11/01/00	Changing A Closing Category or Reopening A Case
600	06/18/04	Disclosure of Information From DFEH
601	04/16/04	Responding to External Requests For Case-Related or Computer-Generated Information
602	04/16/04	Photocopy Fees

<u>Directive Number</u>	<u>Distribution Date</u>	<u>Title</u>
603	06/18/04	Response to Third-Party Subpoenas
700	04/16/04	Media Contacts
701	04/16/04	Procedures for Requesting Media Publicity
800	02/07/05	Unruh Civil Rights Act Complaints
801	10/01/98	Unruh Complaints Involving Multiple Complainants
900	08/13/03	Acceptance and Processing of Ralph Civil Rights Act Complaints